

Instructions for Completing Cover Page and Application

GENERAL INSTRUCTIONS

In order to download and complete the forms, you must have Adobe Acrobat 6.0 installed on your computer. If you do not already have this program, a free download is available on the Department's web-site.

To move from one text box to another, use your mouse to position the cursor in the appropriate field or text box and press the left mouse key.

Hold your cursor over any of the boxes to show what information is required there. This "tooltip" will not print; it is for your information only.

To enter information in drop-down boxes (those with a small arrow embedded in the box), left click on the arrow and either choose the appropriate entry from the list of choices (i.e. "Year" boxes) or type in the appropriate information (i.e. "\$0" and "Event Name" boxes); clicking on the arrow automatically highlights the default value, allowing you to enter your information. Do NOT use dollar signs or comma separators when entering monetary values; use only whole numbers for monetary values (when you exit the box, the entry will automatically be converted to a currency format).

To enter information in the "Comments" boxes, place the cursor inside the box after the word "comments" and begin typing. If more space is needed than provided, please use a separate page clearly marked with the question number to provide your complete answer.

IMPORTANT - WHEN YOU ARE FINISHED. Save an electronic copy of the completed forms for your records. Print a hard copy of each form, review carefully, provide appropriate signatures, and mail the entire application package in a separate sealed envelope plainly marked "Application for the Auction or Sale of Big Game Fund-raising License Tags". Mail to the address indicated in the "Call for Applications".

NOTE: Since this on-line application format is a new feature with this year's fund-raising process, please feel free to contact either Craig Stowers (916-445-3553) or Sarah Edmonds (916-445-3449) with any questions or problems you may be experiencing in filling it out.

QUESTION SPECIFIC INSTRUCTIONS

Question 1:

Left click on either the "yes" or "no" box; a check-mark will automatically be displayed in the appropriate box.

Question 2:

Left click up to 3 boxes to the left of the species list (a check mark will automatically be displayed in the boxes chosen) to indicate the tag(s) you are requesting. Then, indicate your corresponding

tag preference(s) by selecting a “1”, “2”, or “3” from the drop-down list provided in the boxes to the right of the species (tag) designation.

Question 3:

Enter the date of your event in “month, day, year” format (please spell out the month).

Question 4:

Enter the venue name (location where the event is held), street address, city and state for the date of your event in the appropriate boxes.

Question 5:

Enter expected gross revenue for your event – do not use dollar signs or commas, and enter whole numbers only (when you exit the box, the entry will automatically be converted to a currency format). For multi-day events, please enter only the estimated revenue during the auction event.

Question 6:

Enter the number of expected attendees for your event. For multi-day events, please enter only the number of attendees expected at the auction event.

Question 7:

For each of the tag types enter the “Year sold” (from list provided), the purchase price in the “\$0” box (do not use dollar signs, commas, or decimal points), and the event name at which the tag was sold in the “Event Name” box. Provide additional comments in the appropriate box if desired.

Question 8:

Enter appropriate year from list provided in the “Year raised” box, gross revenue in the “\$0” box, and the event name at which the revenue was raised in the “Event Name” box. Provide additional comments in the appropriate box if desired.

Question 9:

Enter appropriate year from list provided in the “Year sold” box, the amount the item sold for in the “\$0” box, and the event name at which the item was sold in the “Event Name” box. Provide additional comments in the appropriate box if desired.

Question 10:

For each of the three tags, enter the year the tag sold from the list provided in the “Year sold” box, the amount the tag sold for in the “\$0” box, and the event name at which the tag was sold in the “Event Name” box. Guided/donated hunts or PLM tags should not be included. Provide additional comments in the appropriate box if desired.

Question 11:

Enter the number of other state fund-raising license tags (excluding PLM tags and guided/donated hunts) from the list provided in the “# tags sold” box. Highlight “List tag(s) and year(s) sold:” and provide the appropriate information for each tag sold.

Question 12:

Enter the year the elk tag was sold from the list provided in the “Year sold” box, the amount the elk tag sold for in the “\$0” box, and any additional comments in the “Comments” box.

Question 13:

Enter the year the tag was sold from the list provided in the “Year sold” box, the amount the tag was sold for in the “\$0” box, and any additional comments in the “Comments” box.

Question 14:

Position the cursor in the upper left corner of the box and type in the appropriate information. If more space is needed than provided, please use a separate page clearly marked with the question number to provide your complete answer. Please be as specific as possible.

Question 15:

Position the cursor in the upper left corner of the box and type in the appropriate information. If more space is needed than provided, please use a separate page clearly marked with the question number to provide your complete answer. Please be as specific as possible.

Question 16:

Position the cursor in the upper left corner of the box and type in the appropriate information. If more space is needed than provided, please use a separate page clearly marked with the question number to provide your complete answer. Please be as specific as possible.